

Sullivan County NH

Type of meeting: Board of Commissioners – Regular Public Business
Meeting Minutes

Date/time: Tuesday – October 3, 2006, 1:30 PM

Place: Newport – Remington Woodhull County Complex, 14
Main Street, 1st Floor Commissioners Conference
Room

Attendees: Commissioners Donald S. Clarke - *Chair*, Ben C. Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Peter Farrand – *Human Resources Director*; Greg Chanis – *Facilities & Operations Director*; Scott Wojkeiwicz – *Sullivan County Health Care Administrator*; Ron McPhall – *Dietary Director*; Sharon Johnson-Callum (minute taker).

Other attendees: *State-County Delegates* John Cloutier, Larry Converse and Beverly Rodeschin.

1:30 Commissioner Clarke brought the meeting to order. All recited the *Pledge of Allegiance*.

AGENDA ITEM NO.1 MEETING MINUTES

AGENDA ITEM NO. 1.A. SEP 5, 2006 PUBLIC MEETING MINUTES

1:30 A motion was made, by Commissioner Nelson, to approve the September 5, 2006 Public Meeting Minutes as typed. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. SEP 5, 2006 FIRST EXECUTIVE SESSION MEETING MINUTES

Mr. Gil de Rubio recommended they keep minutes sealed and placed in personnel file.

1:32 A motion was made, by Commissioner Nelson, to approve the September 5, 2006 First Executive Session meeting minutes as typed and to keep sealed. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.C. SEP 5, 2006 SECOND EXECUTIVE SESSION MEETING MINUTES

Mr. Gil de Rubio recommended they keep the minutes sealed and placed in personnel file.

1:33 A motion was made, by Commissioner Nelson, to approve the September 5, 2006 Second Executive Session meeting minutes as typed and to keep sealed.

There was no discussion. A voice vote was taken. The motion carried, unanimously

AGENDA ITEM NO. 1.D. SEP 7, 2006 SPECIAL MEETING – MS42

1:34 A motion was made by, Commissioner Jarvis, to approve the Sep. 7, 2006 special meeting minutes as typed. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.E. SEP 13, 2006 SPECIAL MEETING – DRAFT AUDIT REVIEW

1:35 A motion was made, by Commissioner Nelson, to approve the September 13, 2006 Special Meeting Minutes as typed. Commissioner Jarvis seconded the motion. There was not discussion. A voice vote was taken. The motion carried, unanimously.

NON-AGENDA ITEM

Mr. Gil de Rubio requested an executive session, under the Human Resource Report section, to discuss two issues, one a personnel issue and the other to provide an update on a proposal.

Mr. Gil de Rubio introduced the new Genesis Administrator, Scott Wojkeiwicz. It was noted Heidi Smith, Director of Nursing, was out on bereavement to return Thursday.

1:40 A motion was made, by Commissioner Nelson, to go in to Executive Session [Per RSA 91-A:3.II.c.] a personnel issue. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The vote carried with all in favor.

1:50 The three Commissioners, County Manager, HR Director and minute taker returned to the Commissioners' Conference Room.

1:51 A motion was made, by Commissioner Jarvis, to adjourn the Executive Session meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 3 HUMAN RESOURCE DIRECTOR'S REPORT

AGENDA ITEM NO. 3.A./B REVIEW DRAFT VOLUNTEER POLICY AND SIGN SULLIVAN COUNTY EMPLOYEE MANUAL WITH ADDENDUMS INSERTED

Mr. Farrand distributed copies of a new volunteer worker policy, labeled: "Article XXXIII Volunteers. Mr. Farrand read through the policy. He noted, if and once the policy is approved, that policy and the other articles would be inserted in the full manual and the Board would sign the last page.

1:58 A motion was made, by Commissioner Nelson, to approve the new Article XXXIII Volunteers policy, for further discussion. Commissioner Jarvis seconded the motion. Discussion commenced on who this included and that the policy was fairly boiler plate. There was a voice vote taken. The motion carried, unanimously.

The Board of Commissioners signed the policy.

AGENDA ITEM NO. 3.C. MT. WASHINGTON DISCOUNT AUTOMOBILE INSURANCE PROGRAM
Mr. Farrand distributed a brochure on an employee program available through Mt. Washington Assurance, that they approached the County about. The program provides discounted auto insurance. He noted discounts are based upon participation, and would range between 5-15%. Per Mr. Farrand, monthly premium deductions could be made through a payroll point. He noted Grafton County is experimenting with the program. Commissioners requested Mr. Farrand research further in order to see if there was employee interest. Mr. Farrand noted this not only could include auto insurance, but later on, homeowners insurance.

AGENDA ITEM NO. 4 DOC CONTRACT RENEWAL: KEEFE INMATE COMMISSARY

Mr. Gil de Rubio and Mr. Chanis indicated the contract with Keefe Commissary Network (an affiliate of The Keefe Group") was a renewal of a contract to provide hardware: a Dell computer with Pentium battery back up and a report printer; as well as software to take care of the inmate commissary. The contract is a three-year contract. The commissary provides inmates, who have money in account, opportunity to order food and other products for their own consumption. The products are delivered on a weekly basis and the County retains 14 %.

2:09 A motion was made, by Commissioner Nelson, to approve the Keefe [Commissary Network] contract. Commissioner Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 5 COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 5.A. INTRODUCTION OF SCOTT WOJTKIEWICZ, SULLIVAN COUNTY HEALTH CARE ADMINISTRATOR

This was done earlier in meeting.

AGENDA ITEM NO. 5.B. REVIEW HVAC SULLIVAN COUNTY HEALTH CARE BIDS

Mr. Gil de Rubio noted Mr. Chanis and Mr. McPhall were here to discuss the HVAC bid results and the food service areas to be involved.

Mr. Chanis distributed copies of a summary of bids received, broken down as follows:

Bidders	Kitchen (AHU 1)	Dining/Act. (AHU 2)	Ground Floor	Total
KPMB Enterprises	131,400	49,200	80,400	261,000
Economy Mechanical	154,569	63,113	108,263	325,945
ARC Mechanical	162,710	72,970	105,045	340,725

Additional Costs	
Sprinkler system adjustments	\$ 5,000
Waterproofing new roof curbs	3,500
Ceiling grid and tile in DR/Act. Rm.	10,000
Misc. electric supplies for new lighting	1,000
Engineering costs	11,500
Total additional costs	\$ 31,000

Recommendation: Award Bid to KPMB Enterprise	
Kitchen AHU1	\$ 131,400
Dining/Act AHU2	49,200
Ground Floor AHU3	Do not complete
Est. additional costs	31,000
Estimated Project Cost	\$ 211,600

Mr. Chanis reviewed:

- ☐ The HVAC Stearns upgrade and how it will tie in with dining room renovations,
- ☐ Engineering of the HVAC renovations - Project split in to three parts as they felt the bids were going to come in higher than budgeted. The three parts included: 1) the working kitchen area, 2) recreation room and dinning room and 3) and the rest of floor offices/conference rooms/hall. He discussed the units to be installed in each area and the type of air exchange. Mr. Gil de Rubio noted Mr. Chanis's work on this project began a couple years back and since then costs have increased steadily due to the demand of these systems since the Katrina aftermath.
- ☐ Construction of the Stearns building, built in '70. As no plans were made in the '70's to add ductwork later, there are issues with clearance in ceiling and he discussed where different ceiling heights would change.
- ☐ The need to attain a roofer in order to redo curves once roof work is completed,
- ☐ The budgeted funds for upgrading the lighting and that they already own the fixtures.
- ☐ His recommendation to award the bid to KPMB and to do all the work except the ground floor AHU 3. He noted, engineering wise, the three sections are completely separate systems, so each one could be done individually and not affect the other. He mentioned KPMB has come up with several good ideas and feels confident with their references.
- ☐ The \$40,000 in capital budget to add additional loads to generator. He noted the MacConnell unit has it's own generator which covers 100% of their load in that unit. He noted the complications in the Stearns building when power

is lost - kitchen and laundry go down – so they are focusing on the kitchen and laundry.

- ❑ How they will use the “tower rooms” for sit down dinners for the families/residents during the dinning room shut down, while they prep the area and then complete that section of the work.
- ❑ The dust walls to be used in each section off the working kitchen as construction commences.

Representative Rodeschin asked how “demolition might affect residents”. Mr. McPhall noted there were no resident rooms above the area, only nurse’s stations and conference room. Mr. Chanis noted they would be removing grid ceilings and ductwork, more on the “dismantling” side, so as not to create a lot of noise. Rep. Converse and Mr. Chanis discussed the zero air exchange; and Mr. Chanis noted there would eventually be a permanent wall of sorts between the kitchen and the dining area – with the petition work to be done “in-house” later. Work is ready to begin next week, with the opening to be by Christmas, if the contract is signed today. They would begin on the Dinning/Activities room first; then move on to the working kitchen. Mr. Chanis confirmed they are providing a bid bond; with a retainage of 10%, which would be held back until final certificate received. Mr. Chanis briefly confirmed other projects that would go out to bid; and confirmed the engineer would be there to supervise the project. Mr. McPhall is confident all will be sanitary during project.

NOT ON AGENDA- STEARNS HEATING ZONES

Mr. Chanis confirmed the Stearns heating revision, which recreated 90 separate zones, was in its final days with the balancing of the thermostats being completed by Economy. All Stearns building rooms will have their own thermostats.

NOT ON AGENDA - NEW SHOWER ROOMS

Mr. Chanis confirmed the shower rooms were all in use. They have temporary curtains, while waiting for the permanent curtains. It was confirmed they would survey the projects at the next Unity meeting.

NOT ON AGENDA – FUTURE DELEGATION MEETING

Representative Rodeschin and Cloutier recommended holding the Delegation meeting, where the newly elected Delegates attend, the election of officers one, at the Ahern Building and tour the facilities.

2:50 A motion was made, by Commissioner Nelson, to allow the County Manager to sign the contract for KPMH for \$180,600. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 5.D. ASSISTED LIVING UPDATE

Mr. Gil de Rubio confirmed interviews were set for October 11th of the design build firms. Commissioner Clarke requested they delay the interviews in order to meet with Mr. Pulling regarding the Medicare rate issues.

AGENDA ITEM NO. 5.E. GREATER SULLIVAN COUNTY ALL HAZARDS REGION – UPDATE

Mr. Gil de Rubio confirmed the “Greater Sullivan County All Hazards Region Committee” (GSCAHRC) was approved for the grant [\$32,000]. Their next meeting will be held October 13th, at which they will establish work groups to plan for medical surge, community support, and isolation issues, to name a few. He noted David Foote [Information Technology and Distance Education Director of the UNH Cooperative Extension] anticipates attending a pandemic preparedness seminar in late October, and would attend the GSCAHRC meeting in November to provide a presentation. The GSCAHRC will meet monthly. They will be working on hiring a consultant. The November 1st meeting with NH State HHS Commissioner John Stephen was briefly discussed. Mr. Gil de Rubio confirmed he’d send a thank you and express their interest in attending.

NOT ON AGENDA – NH STATE MEDICAID REIMBURSEMENT BUDGET

Mr. Gil de Rubio and Commissioners briefly discussed the 4 million surplus in the nursing home budget, in particular where medicaid reimbursement rates are budgeted and neutrality applied. It was noted Genesis would represent them at the conference and Bob Dunn for NHAC. It was noted budget neutrality was found unfair in the private court case; which has set a favorable precedence for their case.

NOT ON AGENDA – AUTOMATED EXTERNAL DEFIBRILLATOR

Sheriff Prozzo indicated they received an AED, Automated External Defibrillator, via grant funding. The AED will be placed in the building and training will be provided on site. Sheriff will provide training dates to Mr. Gil de Rubio. Sheriff would like to place one AED on each floor and one in each of their vehicles; and will be writing further grants.

AGENDA ITEM NO. 2 JUDKIN’S PROPERTY CONSERVATION EASEMENT - UPDATE

Mr. Gil de Rubio received the letter of opinion from Mr. Hathaway, which confirms they do not have to receive approval from the Delegation again, that the authority given six years ago was still in force. The Board decided they would be more comfortable giving the Delegates a “heads up” about the easement during the Delegates next meeting. It was noted they would be waiting for the money to be raised by the Unity Conservation Committee and the final document to sign from them. Representative Rodeschin questioned if signing the easement would interfere with building an assisted care or new jail facility? The group discussed the location of the Judkin’s property, using the maps available in the room. Rep. Cloutier confirmed this issue would be added to the agenda for Friday’s meeting.

AGENDA ITEM NO. 6.A. COUNTY OWNED ASSISTED CARE FACILITY TOUR DATES
The group agreed to tour Cheshire on Oct 19th in the morning and Merrimack and Rockingham facilities on October 26th. Johnson-Callum will follow up with each county to confirm those dates are okay with them.

AGENDA ITEM NO. 6.B. UVLSRPC – DISCUSS BALLOT ON FY08 DUES
The correspondence from Tara Bamford of the UVLSRPC (Upper Valley Lake Sunapee Region Planning Commission) regarding a change in rate from \$1.10 to \$1.12 per capita, along with their ballot was discussed. County negotiated in the past a flat \$1,000 rate, which has remained the same. Rodeschin noted they are changing the town rates, and asked what the UVLSRPC did for the County. Commissioner Clarke noted the County gets to “sit at the table”. Commissioner Nelson feels the spot at the table assures they have a say in anything big that comes up. Rep. Rodeschin noted they are currently assisting them in the Newport master plan. It was noted the ballot was for the due structure for everyone.

3:17 A motion was made, by Commissioner Nelson, to abstain from voting, as it pertains to the whole structure. The Board authorizes the County Manager to sign and create a note to indicate it was not appropriate to vote as the County’s fee was not increasing. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 6.C. RESCHEDULE NOVEMBER 7, 2006 MEETING DUE TO ELECTIONS

3:18 A motion was made, by Commissioner Nelson, to change the regular business meetings of the Board in November to November 14th and 28th. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 7 PUBLIC PARTICIPATION

Rep. Rodeschin asked Mr. Gil de Rubio to relay her thanks to Scott Hagar for inviting the Delegates to the *NHAC: Diverting the Mentally Ill From The Criminal Justice System* conference; and that she and Mr. Rodeschin found the seminar to be very informative and enjoyable. It was noted Commissioner Nelson and Clarke attended, as well as Mr. Gil de Rubio and State-County Delegates Converse and Ferland. Rep. Cloutier and Commissioner Nelson attended the mock signing of the MOU with the UNH Cooperative Extension, Monday. Rep. Converse commented that there was no mention at the conference as to where the money was coming from. General discussion commenced.

Commissioner Clarke briefed the group on a “*Trends in New Hampshire County Government Finances*” publication [Author: Brian J Gottlob, PolEcon Research, dated September 2006, and can be viewed at www.nhpolicy.org].

Commissioner Jarvis noted she was unable to open the Chit Chat on line and there were no current issues there. Johnson-Callum will contact Sam Fletcher [Human Resources] who maintains that page on the website.

Johnson-Callum noted the bound FY06 County Annual Report was not ready yet from the printers, but that it was posted to the website [www.sullivancountynh.gov]

3:31 A motion was made, by Commissioner Nelson, to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis".

*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.